

WV STATE TREASURER'S OFFICE
BLACKOUT PERIOD INSTRUCTIONS FOR INVESTMENT
TRANSACTIONS

- Agencies are asked to limit investment activity during the period August 25 through August 31 to only high-priority transactions.
- To request an investment or withdrawal during the blackout period, the Agency must prepare a memo, on letterhead, detailing the following information:
 - Indicate whether the request is an investment or withdrawal
 - The requested processing date
 - Agency *wv*OASIS fund number
 - BSA (this begins with 108, followed by a letter suffix)
 - SBSA
 - Amount
- The memo should be signed by an agency representative with signature on file with the Participant Accounting group.
 - Submit the memo to participantaccountinggroup@wvsto.com by 10:00 a.m. for same-day processing.
- After *wv*OASIS is available for entry, Agencies will be responsible for entering transactions processed during the period into *wv*OASIS, and sending the document number to participantaccountinggroup@wvsto.com.
- A copy of the memo should be attached to the Header line of the document.
- Agencies are responsible for ensuring investment requests will pass liquidity edits once *wv*OASIS is available.